

**Essex Finance Committee**  
**March 4, 2008 meeting - Cancelled**  
**March 8, 2008 7:30AM continued until 7:30PM**  
**March 8, 2008 7:30PM continued until March 9, 2008 4PM**

Members Present: Jeffrey Soulard, Gordon Martin, Ed Lafferty, James Horrocks,  
Mark McKenna

1. Transfers – 3 Transfers
  - Transfers from the assessors expenses funds for legal services for \$150
  - Transfer from highway maintenance account to the highway fuel account for \$2000
  - Transfer from the workmen’s compensation account to town heating fuel account for \$5,000

All transfers were approved by a unanimous vote.

2. Approve Prior Meeting Minutes – Approved the minutes from the 2/12/08 finance meeting
3. Essex Youth Commission – met with Youth Director and discussed various programs.
  - a. Skiing Program - asked questions related to the skiing program run by the Essex Shipbuilders. Concerned that Shipbuilders are paid for program, but Youth Director is heavily involved in the program. Wanted to be sure Youth Director wasn’t paid for that time by the Town, which may create a situation where the Shipbuilders should reimburse the Town. Youth Director assured us she was not paid for those hours by the Town and there was no need to request reimbursement.
  - b. Summer Program – discussed how the Youth Director was paid for the Summer Program. We learned the first 20 hours worked during the summer are paid as part of her regular salary. Then she is paid an hourly rate as the Summer Program Director, usually 30 – 40 hours per week for the length of the Summer Program. The Youth Director mentioned the Town saves money on the current arrangement, since we only pay for 50 – 60 hours for the Summer Program. If different people filled the Youth Director and Summer Program Director roles, we would pay 20 hours salary to the Youth Director to oversee the Summer Program and 50 – 60 hours to the Summer Program Director to run the program each week. We have concerns that we are paying the same person to oversee themselves and the 60 hours seems like a lot to run a 20 hour camp.

Based on our discussions with the Youth Director and our review of the Youth Budget, we are not able to support a year-round Youth Director position with benefits. The year-round programming is too limited to give rise to a salary with benefits. We do support the Summer Program, but the structure of the EYC needs to change to run more efficiently and become self sufficient. The Town can not continue to provide large subsidies out of the General Fund. We also have significant concerns related to financial controls in place in this fund.

4. Interest Paid on Sewer Betterment (2%) – Discussed the possibility of eliminating interest paid on sewer betterments. This issue has been raised by a resident. Currently, the interest being paid by residents on sewer betterments projects to have a significant surplus. The detail on this is based on rough projections provided by the Town Administrator. In order to eliminate the interest payments, the Town would need to have the state pass special legislation. At this point, the Committee would like to have better detail about the potential surplus and understand the costs associated with the special legislation to eliminate the interest charge. The Committee will look into this issue in more detail after Town Meeting.
5. Conomo Point – Discussed an article that will be presented to the town that will allow the town to hire a planner to assist the Conomo Point Committee. There is no financial impact at this time, but \$100,000 - \$120,000 may be needed for consultants in the near future. We would support this expense as it should help the Town develop a sound solution to the Conomo Point issue.
6. MERSD Budget – We are currently at a 4.7% increase and it will not go up any further.
7. Police Budget – Reviewed Police and Harbor Master budgets and compared to the actual expenses for 2007 & 2008 and will be making recommendations. Based on actual activity in prior years, we will make significant reductions to each budget (\$54,000 for Police, \$11,000 for Harbor Master).
8. Board of Health Budget – Discussed the Nurse position that has been funded in the FY 09 budget. The Committee is concerned about including this item in the budget after funding for the Nurse was not approved at the Town Meeting in November. However, the position has been created and the BOH is able to fund it as part of the FY 09 Budget. This line item is likely to be challenged at Town Meeting and the BOH will need to be prepared to defend the need for the Nurse. A Finance Committee member will speak with the BOH about our concerns and offer advice on how to defend their position.

REQUEST FOR A LINE ITEM TRANSFER

Requests are to be made and transfer voted BEFORE any expenditure is incurred.  
Please submit only one copy.

To: Finance Committee – Town of Essex

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.141.5580.00  
Title: ~~Selectmen~~ Assessor Expenses

1. Amount Requested: \$ 150.00

2. To be transferred to account # 1100.2.141.5314.00  
Title: ~~Selectmen~~ Assessor Legal

3. The specific purpose the amount requested will be used for:

COPY

FOR LEGAL SERVICES

4. This expenditure is extraordinary and/or unforeseen for the following reasons:

APPELLATE TAX BOARD CASE REQUIRING TOWN COUNSEL

Date: 2/19/08

Signed Richard A. Cairns

Department: Board of Selectmen

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Date of meeting / /

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

Transfer voted in the sum of \$ \_\_\_\_\_

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

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\_\_\_\_\_  
\_\_\_\_\_  
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# REQUEST FOR A LINE ITEM TRANSFER

Requests are to be made and transfers voted BEFORE any expenditure is incurred.  
Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.420.5530.00

Title Highway Maint.

1. Amount Requested \$<sup>2</sup>2000.00

2. To be transferred to account # 1100.2.420.5410.00

Title Highway Fuel

COPY

3. Purpose the amount requested will be used for:

To pay the fuel bill

4. This expenditure is extraordinary and/or unforeseen for the following reasons:

Higher cost to heat the barn

Date 3/04/08

Signed [Signature]

Department Highway

Date of meeting  / /

vote:   Yes   No

Transfer voted in the sum of \$

Transfer disapproved

FINANCE COMMITTEE

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**REQUEST FOR A LINE ITEM TRANSFER**

Requests are to be made and transfer voted BEFORE any expenditure is incurred.  
Please submit only one copy.

To: Finance Committee – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.912.5171.00  
Title: **Workmen's Compensation Ins.**

1. Amount Requested: **\$5,000.00**
2. To be transferred to Account: #1100.2.193.5211.00  
Title: **Town Hall Heating Fuel**
3. The specific purpose the amount requested will be used for:

COPY

**To pay Fuel Oil bills for the remainder of the season.**

4. This expenditure is extraordinary and/or unforeseen for the following reasons:

**Higher than usual heating oil cost this year.**

Date: **February 25, 2008**

Signed:   
Department: Board of Selectmen

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Date of meeting / /

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

Transfer voted in the sum of **\$5,000.00**

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

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